



**STATE OF WASHINGTON
ENVIRONMENTAL AND LAND USE HEARINGS OFFICE**

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ENVIRONMENTAL AND LAND USE HEARINGS OFFICE

Minutes of Meeting

July 11, 2012

1:30 p.m.

The July 11, 2012 meeting was called to order by Chair Kathleen Mix in the Boards' office in Tumwater, Washington. Present were Chair Kathleen Mix, Board Members Bill Lynch and Tom McDonald, Administrative Appeals Judge Joan Marchioro, and the administrative staff consisting of Paulette Yorke, Janet Buechler, and Vanessa Smith.

Minutes of the June 12, 2012 meeting were reviewed. The minutes were unanimously approved following appropriate motion.

Appellate Report

Janet reported that there was one Superior Court appeal filed since the last meeting: *PCHB Case No. 11-176c, Juniper Beach Water District v. WDFW, et al.* Vanessa indicated that preparation of the record in a GMHB case would take place in the coming weeks.

Staffing Update

Kathy reported that Chuck Mosher has been appointed to the Eastern Washington region of the Growth Management Hearings Board. A new office assistant has been hired and will begin on July 18.

Budget Report

Kathy informed the Board that there was nothing new to report regarding the budget. Paulette and Kathy met with the new fiscal analysts assigned to our agency. The ELUHO will be in a budget development period until September 5 and the budget is anticipated to remain steady.

Vault Preparations

Next, Kathy reported that a retention schedule has been drafted to assist the Board and staff in managing e-mails. A copy will be provided to all to use as a guide. Kathy and Paulette provided a more detailed explanation of how the Vault will work. Paulette, Janet, and Vanessa have already been vaulted; Board members and Judges will see the Vault go into effect at a later date. Staff and DES personnel will provide individualized assistance to Board members as necessary to properly set up retention folders.

AAG Change

Kathy informed the Board that Marc Worthy will no longer serve as the Assistant Attorney General for the Boards. In light of this, Kathy and Nina Carter will need to work with the AGO to reiterate the agency's reporting needs and expectations.

Summer Schedules

Anticipated vacation leave and training dates were briefly reviewed.

Miscellaneous

Upon conclusion of the meeting, necessary updates to the Board's website and impending decision deadlines were briefly discussed and noted.

The meeting adjourned at 2:30 p.m.

Vanessa Smith
Administrative Assistant